
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-180

PALACE CHASE PROGRAM MANAGER

TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 13 Oct 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 4-year Statutory Tour at **NGB/RS (Randolph AFB, TX)**. Must be Air Force Specialty Code (AFSC) **8R000**. Duties and Responsibilities: Assist the Chief, Palace Chase, Air Force Separations Branch in developing and implementing policies and procedures for the effective operation of the Palace Chase program. Provides guidance and assistance to active Air Force, Air Guard and Air Force Reserve personnel concerning the operation of the Palace Chase program. Provides guidance to the Air National Guard recruiters concerning advertising for the Palace Chase program. Acts as the Air National Guard central point of contact for all matters pertaining to Palace Chase. Responsible for the technical administration and operations of the Palace Chase Program. Plans and schedules workload and priorities. Reviews and evaluates current procedures and makes suggestions to Chief, Palace Chase, AF Separations Branch to improve the program. Reviews and monitors all applicant packages, for quality desired in the reserve forces. Maintains a file on each applicant, purge the files periodically and assist in the preparation of correspondence. Conduct unit vacancy searches through the ANG/AFRC recruiters for applicants who may be released from active duty. Recommends approval/disapproval of applications through coordination with other AFPC agencies, MAJCOMs and the ANG/AFRC units. Responsible for developing and implementing programs for tracking of Palace Chase applications and accessions. Codes and inputs proper and complete transactions into the Military Personnel Data System (MILPDS). Tracks approved applications from time of separations to reporting to the ANG/AFRC unit. Maintains statistical data on all applicants approved and disapproved. Analyzes statistical data and advises the Chief, Palace Chase, USAF Separations Branch on suggested AFSCs to add or delete from the program. Develops and monitors procedures for the Palace Chase Recall Program. Reviews recall packages for completeness, and legal sufficiency. Coordinates status of recall packages with HQ ANGIDPFO and the units, advise units on incomplete or legally insufficient packages. Recalls individuals to EAD who fail to report to the ANG/AFRC unit or who are unsatisfactory participants. Maintains liaison with HQ ANGIDPFR providing program updates and statistical data of status of Palace Chase Programs. Coordinates with HQ ANGIDPFR on changes of directives governing the Palace Chase Program.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
